OFFICE OF INFORMATION PRACTICES

UIPA RECORD REQUEST LOG USER EVALUATION

Thank you for attending the training on the revised UIPA Record Request Log. Please complete this evaluation sheet and provide your feedback regarding the Log. To return this evaluation, or if you have any questions, please call OIP at 586-1400, fax 586-1412, or e-mail oip@hawaii.gov. MAHALO NUI LOA for your participation!

Evaluator's department/division:				
Evaluator's name and work phone number:				
Evaluator's work e-mail address:				
Evaluator's UIPA knowledge/experience: Extensive Good		d Familiar None		
	<u>AGREE</u>	DISAGREE	N/A	
The power point training was easy to understand.				
The written instructions are easy to understand.				
After training, the Log should be easy to fill out.				
Log makes it easier to understand the agency's UIPA responsibilities in responding to record requests.				
Log will make it easier to train a new person to fulfill record requests.				
Log will make it easier to keep track of the status of requests and whether follow-up is needed.				
Log will make it easier to keep track of time spent fulfilling a request, in order to be able to calculate SRS fees.		_		
Log will make it easier to keep track of costs, in order to be able to calculate copy/delivery costs.				
Log will make it easier to calculate the total fees and costs that the agency can charge a requester.				
Log will provide better data to manage my agency's handling of UIPA record requests.	: —			

SUGGESTIONS FOR IMPROVEMENT AND ADDITIONAL COMMENTS: